



Calendar for Child Nutrition Reports 2017-2018

MAJOR TIME FRAMES

****Dates are subject to change. Look for Commissioner's Memos for dates and additional information on each topic. Additional dates are possible.**

1. **CLAIMS:** JULY – JUNE

Each month the reimbursement claim is due to be entered, submitted, and approved in the on-line claim system by the 10th to assure that funds are sent to the district as soon as possible. A claim must be submitted each month, even if no meals may be served, with financial and inventory data.

Schools that receive Fresh Fruit and Vegetable Grants (FFVP) will have a separate claim to submit by the 10th of each month.

All districts are required to submit a June claim with year-end financial information whether or not Reimbursement is needed.

From August to May/June edit-checks 1 and 2 for lunch must be documented for each school. Maintain files in the district and have available for Administrative Review.

2. **MEAL APPLICATIONS:** Taken All School Year with Crunch Time: August – September

If school starts August 14, 2017, the prior year's eligibility may be used for the first 30 operational (school) days or until current eligibility is established. This means that new meal applications would need to be submitted before the end of the day September 25, 2017.

3. **MEAL MODIFICATION FORMS**

When school starts each year, review all Meal Modification Forms to determine if updates are needed. Work with the school nurse and other 504 Team Members to ensure that the student's needs are met through reasonable accommodations. Meal Modification Forms must be signed by a licensed medical practitioner and should include the dietary restriction(s) and accommodation(s) needed. Schools must provide special meals, at no extra charge, to children with a disability when the disability restricts the child's diet. See Commissioner's Memo CNU-17-051 for more details and a sample form.

4. **DIRECT CERTIFICATION:** August and September 2017, January and March 2018

Direct Certification downloads must be used by all districts through the Direct Certification Portal. There will be no mail outs.

5. **DISTRICT ON-SITE PROGRAM REVIEWS:** August 2017 – January 2018

On-Site Reviews must be completed by February 1, in all districts and school sites where meals are served. Any Corrective Action identified in the On-Site Review must have documentation of corrections made. This record must be available for the Administrative Review.



Those school districts with After School Snack Programs must complete the first "On-Site Review" with-in the first four weeks after start of the Afterschool Snack Program. The second "On-Site Review" is due anytime during the school year. This record remains in the districts and must be available for review.

6. **REPORT OF FREE/REDUCED ELIGIBLES:** September – October 15

October 1 Eligibility Report of the number of students eligible for free and reduced price meals, including direct certification students, is part of the district Cycle 2 report.

**The district must make sure all reports show the same figures for free, reduced price, and direct certification students (eSchool and the Master List before the eSchool Cycle 2 report is submitted). Make sure students dropped before October 1 have been deleted.

7. **DISTRICT VERIFICATION:** October 2 – November 15, 2017

October 2 Verification process begins. The district must verify the required sample of applications (not Direct Certified) depending on which method (Alternate 1 or 2) of the total number of approved applications on file on October 2, 2017 (categorically eligible lists are not to be included). It is suggested that this process be started on October 1, to allow ample time. Process must be completed by November 15, 2017.

8. **Administrative Review/November:** May and Seamless Summer Programs

November is usually when Administrative Reviews begin. Seamless Summer Programs for School Food Authorities (SFAs) with Administrative Reviews will be scheduled for summer 2018.

9. **VERIFICATION COLLECTION REPORT:** November 15 – December 15

November 15, 2017 Verification Deadline - The Verification Collection Report must be sent to Child Nutrition Unit (CNU) no later than December 15, 2017 according to FNS 742.

10. **SEVERE BREAKFAST FUNDS:** January - February

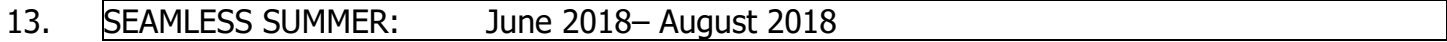
Severe Need Application will be published in a Commissioner's Memo in January 2018. The Severe Need application or "District Decision to Opt Out" is due by February 16, 2018.

11. **FRESH FRUIT AND VEGETABLE PROGRAM GRANT APPLICATIONS:** February

FFVP grant applications will be published via Commissioner's Memo in February 2018. Applications will be due to CNU by March 16, 2018, at 4:30 pm.

12. **AGREEMENT & POLICY STATEMENT:** Due Mid-May

Late Spring Renewal Agreements and Policy Statements are mailed and a Commissioners Memo will be published. These are due into CNU by Mid-May as explained in the Commissioners Memo.



14.	CALENDAR OF EVENTS:
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CALENDAR OF EVENTS – SY 2017-2018

CALENDAR MONTH	JULY
CALENDAR YEAR	2017
1ST DAY OF WEEK	SUNDAY

- * Professional Standards
- * Right to Know Act (Chemical)
- * Applications may be distributed and accepted.



AUGUST 2017

CALENDAR MONTH [AUGUST](#)
CALENDAR YEAR [2017](#)
1ST DAY OF WEEK [SUNDAY](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
				Digital Learning app changes and approval		
6	7	8	9	10	11	12
	Direct Certification (DC) available	FFVP Training		July claim due		
13	14	15	16	17	18	19
	most Arkansas schools start					
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	Notes				

SEPTEMBER 2017

CALENDAR MONTH [SEPTEMBER](#)
CALENDAR YEAR [2017](#)
1ST DAY OF WEEK [SUNDAY](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
					Resource Roundup	
3	4	5	6	7	8	9
				Digital Learning		
10	11	12	13	14	15	16
Aug claim due FFVP claim due						
17	18	19	20	21	22	23
	DC 2nd match					
24	25	26	27	28	29	30
	last day to use prior year status					
1	2	Notes				



OCTOBER 2017

CALENDAR MONTH	OCTOBER
CALENDAR YEAR	2017
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	* # eligible for Free/Reduced documented *start Verification	Resource Roundup		Digital Learning		
8	9	10	11	12	13	14
	National School Lunch Week					
		Sept claim due FFVP claim due				
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	Notes Be on the look out the "Nutrition News" newsletter this month				

Must verify approved free and reduced priced meal applications. Do not verify the Direct Certification, Migrant and Homeless Categorically Eligible Lists.

NOVEMBER 2017

CALENDAR MONTH	NOVEMBER
CALENDAR YEAR	2017
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
			Resource Roundup	Digital Learning		
5	6	7	8	9	10	11
					Oct claim due FFVP claim due	
12	13	14	15	16	17	18
			Verification complete			
19	20	21	22	23	24	25
26	27	28	29	30	1	2
				FFVP equipment purchase deadline (must have prior approval)		
3	4	Notes				



DECEMBER 2017

CALENDAR MONTH	DECEMBER
CALENDAR YEAR	2017
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	26	27	28	29	30	1
						2
					Resource Roundup	
	3	4	5	6	7	8
				Digital Learning		9
10	11	12	13	14	15	16
Nov claim due FFVP claim due					Verification Collection Reports	
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	Notes Time certification completed for the first semester				

JANUARY 2018

CALENDAR MONTH	JANUARY
CALENDAR YEAR	2018
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
	Resource Roundup					
7	8	9	10	11	12	13
			Dec claim due FFVP claim due			
14	15	16	17	18	19	20
	DC 3rd Match					
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	Notes Be on the lookout for "Nutrition News" newsletter for Commission's Memo on Severe Need applications and opt out forms.				
						Watch



FEBRUARY 2018

CALENDAR MONTH **FEBRUARY**
CALENDAR YEAR **2018**
1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	Digital Learning	Resource Roundup	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	Notes Poster Contest registration and theme information is posted				

Jan claim due
FFVP claim due

Severe Need Aps
and Opt Out forms
due

MARCH 2018

National Nutrition Month

CALENDAR MONTH **MARCH**
CALENDAR YEAR **2018**
1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	1	2	3
4	5	6	7	Digital Learning	Resource Roundup	10
Legislative Action Conference, Washington, D.C.				Feb claim due FFVP claim due		
11	12	13	14	15	16	17
National School Breakfast Week						
4th DC Match		FFVP School Applications due				
18	19	20	21	22	23	24
Spring Break						
25	26	27	28	29	30	31
1	2	Notes Poster Contest deadline and registration is due this month				



APRIL 2018

Global Child Nutrition Month

CALENDAR MONTH	APRIL
CALENDAR YEAR	2018
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Collect data for CEP Report	Resource Roundup		Digital Learning		
8	9	10	11	12	13	14
15	16	17	18	19	20	21
FFVP non-food supplies purchase deadline	March claim due FFVP claim due					Deadline to Submit CEP Percentages
22	23	24	25	26	27	28
	Submit Collected CEP Percentages					
29	30	1	2	3	4	5
6	7					

Notes: If the district has not received the 2nd Health Inspection, it's time to contact Local Sanitarian by email or document in writing other contact made.
April or May Agreements and Policy Statements go out.
UCA sends out Manager Training brochure and registration information
Look for Nutrition News newsletter

MAY 2018

CALENDAR MONTH	MAY
CALENDAR YEAR	2018
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
		Resource Roundup		Digital Learning	School Lunch Hero Day	
6	7	8	9	10	11	12
				April claim due FFVP claim due		
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4					

Notes: Renewal Agreements and Policy Statements due into CNU office.
Time Certification completed for this quarter.



JUNE 2018

CALENDAR MONTH	JUNE
CALENDAR YEAR	2018
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
May claim due FFVP claim due	Manager Training Workshop, Part 1 and 2					
17	18	19	20	21	22	23
	Manager Training Workshop, Part 1 and 2					
24	25	26	27	28	29	30
					Community Eligibility Program (CEP) deadline	
1	2	Notes: Agreements and Policy Statements due into CNU office Seamless Summer Program reviewed if Administrative Review was conducted during the school year.				

JULY 2018

CALENDAR MONTH	JULY
CALENDAR YEAR	2018
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
						Applications may be distributed and accepted.
8	9	10	11	12	13	14
		June claim due				
		SNA Annual Conference				
		Director's Certification Training in Conway				
15	16	17	18	19	20	21
		Director's Certification Training in Conway				
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	Notes: Director's Conference and Administrative Review Training are this month. Watch for Commissioner's Memo with dates and registration information.				